

Exhibit 300: Capital Asset Plan and Business Case Summary

Part I: Summary Information And Justification (All Capital Assets)

Section A: Overview (All Capital Assets)

1. Date of Submission: 2010-03-19 15:23:27

2. Agency: 023

3. Bureau: 05

4. Name of this Investment: eLease

5. Unique Project (Investment) Identifier: 023-05-01-08-01-1290-00

6. What kind of investment will this be in FY 2011?: Mixed Life Cycle

- Planning
- Full Acquisition
- Operations and Maintenance
- Mixed Life Cycle
- Multi-Agency Collaboration

7. What was the first budget year this investment was submitted to OMB? *

8. Provide a brief summary and justification for this investment, including a brief description of how this closes in part or in whole an identified agency performance gap; this description may include links to relevant information which should include relevant GAO reports, and links to relevant findings of independent audits.

eLease was initiated to address the problematic areas identified in the Inspector General's FY00 audit. The audit revealed process and template inconsistencies across 11 GSA regions as well as missing legal documents and leasing files. The PBS eLease goal is standardization of leasing processes and automation of templates, as well as management of electronic leasing documents. eLease is a framework application supporting the PBS leasing process across 11 GSA regions. Its workflow mechanism manages the lifecycle of a leasing transaction from identification of customer space requirements through the closing of the lease. eLease provides consistency in the customer requirements development process and project delivery while enabling improved efficiency and customer satisfaction. eLease is structured into seven phases: Requirements, Pre-Solicitation, Space Procurement, Build-Out, Occupancy, Lease Administration, and Close-Out. Through these phases, eLease automates the realty specialist's daily activities and facilitates their interactions with individuals involved in leasing transactions, such as broker contractors and budget analysts. eLease capitalizes on existing PBS IT assets with the integration of information systems, primarily the System for Tracking and Administering Real Property (STAR), for seamless data exchange, reduction in data entry, and consistency of data. eLease is undergoing minor development to meet customer needs and advance operational efficiencies. Customer-centric enhancements are incorporated into successive releases and include additional and expanded module functionality. Enhancements have proven successful and continue to progress leasing lifecycle workflow processes. The basic functionality established with Release 1.0 in FY05 has undergone enhancements through multiple releases. Releases in FY10 will incorporate improvements that will streamline tasks further and provide user efficiencies to continue meeting the PBS goal for eLease.

a. Provide here the date of any approved rebaselining within the past year, the date for the most recent (or planned) alternatives analysis for this investment, and whether this investment has a risk management plan and risk register.

9. Did the Agency's Executive/Investment Committee approve this request? *

a. If "yes," what was the date of this approval? *

10. Contact information of Program/Project Manager?

- **Name:** *
- **Phone Number:** *
- **Email:** *

11. What project management qualifications does the Project Manager have? (per FAC-P/PM)? *

- Project manager has been validated according to FAC-PMPM or DAWIA criteria as qualified for this investment.
- Project manager qualifications according to FAC-P/PM or DAWIA criteria is under review for this investment.
- Project manager assigned to investment, but does not meet requirements according to FAC-P/OM or DAWIA criteria.
- Project manager assigned but qualification status review has not yet started.
- No project manager has yet been assigned to this investment.

12. If this investment is a financial management system, then please fill out the following as reported in the most recent financial systems inventory (FMSI):

Financial management system name(s)	System acronym	Unique Project Identifier (UPI) number
*	*	*

a. If this investment is a financial management system AND the investment is part of the core financial system then select the primary FFMIA compliance area that this investment addresses (choose only one): *

- computer system security requirement;
- internal control system requirement;
- core financial system requirement according to FSIO standards;
- Federal accounting standard;
- U.S. Government Standard General Ledger at the Transaction Level;
- this is a core financial system, but does not address a FFMIA compliance area;
- Not a core financial system; does not need to comply with FFMIA

Section B: Summary of Funding (Budget Authority for Capital Assets)

1.

Table 1: SUMMARY OF FUNDING FOR PROJECT PHASES (REPORTED IN MILLIONS) (Estimates for BY+1 and beyond are for planning purposes only and do not represent budget decisions)									
	PY1 and earlier	PY 2009	CY 2010	BY 2011	BY+1 2012	BY+2 2013	BY+3 2014	BY+4 and beyond	Total
Planning:	*	*	*	*	*	*	*	*	*
Acquisition:	*	*	*	*	*	*	*	*	*
Subtotal Planning & Acquisition:	*	*	*	*	*	*	*	*	*
Operations & Maintenance:	*	*	*	*	*	*	*	*	*
Disposition Costs (optional):	*	*	*	*	*	*	*	*	*
SUBTOTAL:	*	*	*	*	*	*	*	*	*
Government FTE Costs should not be included in the amounts provided above.									
Government FTE Costs	*	*	*	*	*	*	*	*	*
Number of FTE represented by Costs:	*	*	*	*	*	*	*	*	*
TOTAL(including FTE costs)	*	*	*	*	*	*	*	*	*

2. If the summary of funding has changed from the FY 2010 President's Budget request, briefly explain those changes:

*

Section C: Acquisition/Contract Strategy (All Capital Assets)

1.

Table 1: Contracts/Task Orders Table

Contract or Task Order Number	Type of Contract/Task Order (In accordance with FAR Part 16)	Has the contract been awarded (Y/N)	If so what is the date of the award? If not, what is the planned award date?	Start date of Contract/Task Order	End date of Contract/Task Order	Total Value of Contract/Task Order (M)	Is this an Interagency Acquisition? (Y/N)	Is it performance based? (Y/N)	Competitively awarded? (Y/N)	What, if any, alternative financing option is being used? (ESPC, UESC, EUL, N/A)	Is EVM in the contract? (Y/N)
(eLease) GS09Q08BH0034-IDV-GS 35F0339J	Firm-Fixed Price O&M, and FFP eLease Development/Enhancements (if/when Mod is executed for new enhancements; performed at pre-negotiated contractual labor categories and rates) Task order also includes Training, and Contractor Travel	Y	2007-07-27	2007-07-29	2012-07-28	\$37.3	*	*	*	*	*
eLease estimated share of PBS Enterprise-wide IT Applications and Business Project Management Support Task Order. GSP0007CY0237-IDV-GS 35F0883R	Time and Materials (T&M) with a ceiling limit	Y	2007-08-24	2007-09-15	2012-09-14	\$1.0	*	*	*	*	*

2. If earned value is not required or will not be a contract requirement for any of the contracts or task orders above, explain why:

*

3. Is there an acquisition plan which reflects the requirements of FAR Subpart 7.1 and has been approved in accordance with agency requirements? *

a. If "yes," what is the date? *

Section D: Performance Information (All Capital Assets)

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
2009	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Customer satisfaction	70% (FY2005)	Achieve 78% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Q4: 78.9%
2010	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Customer satisfaction	70% (FY2005)	Achieve 80% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Progress is ongoing towards the completion of this performance goal. No year-to-date results available due to annual results for this measure.
2011	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Customer satisfaction	70% (FY2005)	Achieve 80% customer satisfaction by providing unified reports, faster customer service and consistent interaction, as well as providing the customer the ability to perform electronic transactions to submit various leasing requests.	Actual results will be available in FY2011.
2009	2.Superior Workplaces:Deliver and maintain productive workplaces	*	*	Delivery of lease space	75% (FY2005)	Deliver lease space when the customer needs it 88% of the time or better in FY 2009.	Q1: Results not available because contract not awarded. Q2: 80% Q3: 83%

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	consisting of office space, furnishings, technology, supplies, and related services.						Q4:83%
2010	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Delivery of lease space	75% (FY2005)	Deliver lease space when the customer needs it 90% of the time or better.	Q1: 82% Q2: 78% Q3: 77%
2011	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Delivery of lease space	75% (FY2005)	Deliver lease space when the customer needs it 90% of the time or better.	Actual results will be available in FY2011.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Operations and Maintenance Cost	-8.25% (FY2005)	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Q1: 0% Q2: -1.6% Q3: Results not available at this time. Q4: -2.1%
2010	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Operations and Maintenance Cost	-8.25% (FY2005)	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Q1: -5.1% Q2: -3.3% Q3: -1.6%
2011	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Operations and Maintenance Cost	-8.25% (FY2005)	Manage the costs of administering leased space at no less than 0% and no more than 2% of the leased inventory revenue.	Actual results will be available in FY2011.
2009	2.Superior Workplaces:Deliver and maintain	*	*	Utilization of National Brokers BPA	47.73% (FY2006)	Use National Broker Contract for at least 90% of expiring	Q1: 49% Q2: 49% Q3: 87% Q4: 93%

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	productive workplaces consisting of office space, furnishings, technology, supplies, and related services.					leases by FY08.	
2011	2.Superior Workplaces:Deliver and maintain productive workplaces consisting of office space, furnishings, technology, supplies, and related services.	*	*	Utilization of National Brokers BPA	47.73% (FY2006)	Use National Broker Contract for at least 90% of expiring leases.	Actual results will be available in FY2011.
2009	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Vacant space in leased buildings	1.5% (FY2005)	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Q1: 1.90% Q2: 2.10% Q3: 1.99% Q4: 1.10%
2010	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Vacant space in leased buildings	1.5% (FY2005)	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Q1: 2.3% Q2: 1.9% Q3: 1.5%
2011	3.Best Value:Develop and deliver timely, accurate, and cost-effective acquisition services and business solutions.	*	*	Vacant space in leased buildings	1.5% (FY2005)	Maintain percent of vacant space in leased buildings less than or equal to 1.5%.	Actual results will be available in FY2011.
2009	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	*	*	Relevant tasks by project type.	All 700+ leasing tasks available for all project types.	Implementation of Dynamic Tasks to streamline the Lease Management process. Q2 FY09 Update: implementation of dynamic tasks is on scheduled for August 2009.	Q4: Implemented September 14, 2009
2010	4.Innovation:De	*	*	Projects	TBD (FY2009)	Achieve an	Q1:48%

Table 1: Performance Information Table

Fiscal Year	Strategic Goal(s) Supported	Measurement Area	Measurement Grouping	Measurement Indicator	Baseline	Target	Actual Results
	develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.			Accessed		average of at least 50% for the number of active projects accessed.	Q2:50% Q3:50%
2011	4.Innovation:Develop new and better ways of conducting business that result in more productive and effective Federal policies and administrative operations.	*	*	Projects Accessed	TBD (FY2009)	Achieve an average of at least 50% for the number of active projects accessed.Achieve an average of at least 50% for the number of active projects accessed.	Actual results will be available in FY2011.

Part II: Planning, Acquisition And Performance Information

Section A: Cost and Schedule Performance (All Capital Assets)

1. Comparison of Actual Work Completed and Actual Costs to Current Approved Baseline								
Description of Milestones	Planned Cost (\$M)	Actual Cost (\$M)	Planned Start Date	Actual Start Date	Planned Completion Date	Actual Completion Date	Planned Percent Complete	Actual Percent Complete
FY15 eLease DME	*	*	2014-10-01		2015-09-30		0.00%	0.00%
FY09 eLease O&M	\$4.0	\$4.1	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY13 eLease DME	*	*	2012-10-01		2013-09-30		0.00%	0.00%
FY14 eLease O&M	*	*	2013-10-01		2014-09-30		0.00%	0.00%
FY08 eLease O&M	\$3.6	\$3.6	2007-10-01	2007-10-01	2009-06-22	2009-06-22	100.00%	100.00%
FY12 eLease DME	*	*	2011-10-01		2012-09-30		0.00%	0.00%
FY13 eLease O&M	*	*	2012-10-01		2013-09-30		0.00%	0.00%
FY14 eLease DME	*	*	2013-10-01		2014-09-30		0.00%	0.00%
FY09 eLease DME	\$0.2	\$0.2	2008-10-01	2008-10-01	2009-09-30	2009-09-30	100.00%	100.00%
FY16 eLease DME	*	*	2015-10-01		2016-09-30		0.00%	0.00%
FY07 eLease O&M	\$4.2	\$4.2	2006-10-01	2006-10-01	2008-06-22	2008-06-22	100.00%	100.00%
FY08 eLease DME	\$2.6	\$2.6	2007-10-01	2007-10-01	2009-07-28	2009-07-31	100.00%	100.00%
FY16 eLease O&M	*	*	2015-10-01		2016-09-30		0.00%	0.00%
FY06 eLease DME	\$5.5	\$5.5	2005-10-01	2005-10-01	2007-03-31	2007-03-30	100.00%	100.00%
FY07 eLease DME	\$5.1	\$5.1	2006-10-01	2006-10-01	2009-03-30	2009-03-30	100.00%	100.00%
FY11 eLease O&M	*	*	2010-10-01		2011-09-30		0.00%	0.00%
FY11 eLease DME	*	*	2010-10-01		2011-09-30		0.00%	0.00%
FY 10 eLease O&M	\$3.5	\$2.9	2009-10-01	2009-10-01	2010-09-30		83.00%	83.00%
FY10 eLease DME	\$2.2	\$1.5	2009-09-24	2009-09-24	2010-09-30		63.00%	65.00%
FY06 eLease O&M	\$1.6	\$1.6	2005-10-01	2005-10-01	2007-02-13	2007-02-21	100.00%	100.00%
FY15 eLease O&M	*	*	2014-10-01		2015-09-30		0.00%	0.00%
FY12 eLease O&M	*	*	2011-10-01		2012-09-30		0.00%	0.00%

* - Indicates data is redacted.